

DEPARTMENT OF WORKFORCE DEVELOPMENT

Job #: 510-01

Division: Business Development

Location: Downtown Indianapolis

Job Duties:

The candidate will be responsible for business development activities under the supervision of the director. Relative responsibilities include but are not limited to:

1. Drafting grants under the supervision of the regional development specialist. Meeting with companies and human resource personnel. Collecting and maintaining trainee data in an Access database.
2. Maintaining and developing the INews web site with updated regional data and promoting the web site across the state to guidance counselors and economic developers.
3. Preparing and organizing data for the annual training report: holding organizational meetings with key training activity contributors, collecting data, and developing a master format.
4. Attend economic development conferences and monthly Workforce Investment Board and Incumbent Worker Council meetings, reporting back to the Business & Information Development Division.
5. Conduct research on economic development issues and write reports on specific findings. Attend monthly staff meetings to update Business & Information Development staff on current issues. Attend agency-wide meetings, such as Grants Management Meetings, on behalf of the Business & Information Development division.
6. Prepare PowerPoint presentations for the Director or Deputy Commissioner.

Minimum Qualifications:

Successful applicant should have knowledge of Microsoft Office 97, including Word, Access, Excel and PowerPoint. The candidate must demonstrate superior oral and written communication skills.

Job #: 510-02

Division: Marketing

Location: Downtown Indianapolis

Job Duties:

The candidate will be responsible for business development activities under the supervision of the director. Relative responsibilities include but are not limited to:

Responsibilities include assisting Director of Communications in creating and managing content for agency's internal communication homepage. DWD has a highly developed Intranet that is one of the main methods of communicating ongoing policies and issues impacting DWD on a continuing basis.

1. Incumbent will assist DWD's marketing and communications department on special projects,
2. Incumbent will also assist with special marketing project focused on WorkOne, our statewide workforce development system.
3. Incumbent will plan, prepare and execute targeted marketing strategy developed by DWD for our WorkOne system.

Minimum Qualifications:

Must be proficient in basic computer software; and must have excellent writing skills and the ability to communicate in a professional manner.

Job #: 510-03

Division: Evaluation

Location: Downtown Indianapolis

Job Duties:

1. Analyze the NAFTA/TAA database and verify the accuracy of the data. If errors are detected then the intern will research and make the necessary corrections to the database. The intern will also identify any missing data in this database and collect the missing data by using other agency databases. The intern will then enter that missing data to the database.
2. Maintain liaison with the NAFTA/TAA coordinator in keeping the database up-to-date on a daily basis.
3. Assist the Survey Manager in maintaining the Governor's Customer Survey and the Employer Survey database. Prepare reports using results from the data collected.
4. Testing system documentation of production reports.
5. Provide limited consultative and technical resource assistance in the Microsoft Office software to those in the Evaluation unit and the NAFTA/TAA unit.
6. Assists in performing a variety of executive support functions.
7. Performs related duties as required.

Minimum Qualifications:

1. Knowledge of the structure and properties of the NAFTA/TAA database. Ability to detect the errors in the database. The ability to identify the missing data is needed as well as the knowledge in how to retrieve the necessary data from the other agency databases.
2. Knowledge of the structure and properties of the Governor's Survey database. Ability to query the database and prepare reports using that database.
3. Knowledge of the Microsoft Office software.
4. Ability to work without close supervision.
5. Ability to maintain strict confidentiality.
6. Ability to interpret and apply rules, regulations and guidelines.
7. Ability to coordinate work in order to keep assigned program area within schedules/timelines.

Job #: 510-04

Division: Evaluation

Location: Downtown Indianapolis

Job Duties:

1. Research and write preliminary drafts, such as training bulletins, conference materials, and special projects;
2. Recommend alternative action on particular subject area to supervisor for consideration;
3. Conduct investigations, prepare motions for review by the General Counsel, assist in discovery; and
4. Review legislation as it relates to Unemployment Insurance.

Minimum Qualifications:

1. Basic knowledge and understanding of Federal and State laws and procedures;
2. Basic knowledge of legal resources and legal research procedures;
3. Basic knowledge of and ability to research legal precedents; and
4. Ability to analyze problems.